	The University of North Carolina Greensboro Police Department	
	General Order 1-5.5	**Automated License Plate Recognition (ALPR)**

This policy establishes basic guidelines for use in the deployment of Automated License Plate Recognition (ALPR) equipment by agency personnel.

A. Purpose

The use of Automated License Plate Recognition is intended to provide law enforcement personnel with an automated method of identifying stolen vehicles, stolen license plates, missing and wanted persons, and other persons or vehicles of investigative interest. Locating vehicles identified as having specific interest to law enforcement is consistent with the mission of the UNCG Police Department

B. Definitions

- Automated License Plate Reader System – Either mobile or at fixed locations, equipment consisting of camera(s), computer(s), and computer software used to automatically recognize and interpret the characters on vehicle license plates. Digital images captured by the cameras are converted into data, which is processed through the ALPR system. This data is then compared against a list of license plates bearing some significance to the department. If the information supplied via the ALPR system alerts ALPR operators to an offense or relevant intelligence on a vehicle, the vehicles may be stopped to allow further investigation. Stored data may also be analyzed within a 90-day retention period for criminal investigative or missing person purposes.
- ALPR Manager – Technical Services Unit (TSU) personnel or a commander designated by the Chief of Police or designee who is responsible for the management of the ALPR program including its administration, troubleshooting, training, repairing, and coordinating all aspects of the ALPR system.
- ALPR Generated Data – All information generated by the ALPR system, to include: location, date, and time of a license plate reading; the interpreted license plate character data; when available–the interpreted color, make, model, and license plate state of the vehicle; and any ALPR generated digital photographic images or videos of the license plate and vehicle.
- ALPR Operator – Any employee properly trained in the use of the ALPR system.
- Download – The transfer of hot list data from National Crime Information Center (NCIC) or other data sources consisting of license plates and associated data.

- Local Hot List – An addition to the ALPR server database, the local hot list consists of license plates of local investigative significance entered into the server hot list by an ALPR operator.
- Alert – A positive indication, by visual and/or audible signal, of a potential match between data on the hot list and a license plate scanned by the ALPR system. An alert is not conclusive confirmation that a license plate is wanted. Additional investigation is always warranted when an alert is indicated.
- Fixed ALPR – ALPR cameras mounted on a stationary object aimed at a vehicular lane or lanes of travel. Stationary objects include, but are not limited to utility poles, traffic signal poles, independently mounted poles, and traffic signal mast arms.

C. Procedure

ALPR operators will receive formal training prior to using the ALPR system.

- Local Hot list data will be updated at a minimum of every week.
- Upon receiving an alert from an ALPR, an ALPR operator will use the displayed information to determine the accuracy and nature of the alert. The ALPR operator will visually verify that the subject tag and the actual read on the ALPR screen are the same (i.e. correct letters, numbers, state and any other information that can be matched).
- Once an ALPR operator has confirmed that the alert is valid, they will take the appropriate law enforcement action as described below.
    - If the alert is for a stolen or felony vehicle, the ALPR operator will confirm the alert is still active by running a check on the information through NCIC. Receipt of a stolen or felony vehicle ALPR alert may not rise to the level of reasonable suspicion and is certainly not sufficient probable cause to arrest without confirmation that the vehicle is still wanted.
    - If the alert is for another type i.e. BOLO, Trespassed etc., the ALPR operator will read the description of the alarm and use the appropriate action or reporting method. Confirmation of the alert is essential prior to the stop of any person or vehicle, unless exigent circumstances exist.

D. ALPR Manager

An ALPR manager will:

- Ensure the ALPR system is integrated into the department's patrol and investigative functions.
- Determine any restrictions for the use of the ALPR system.

- Validate training for ALPR operators to ensure they are properly trained before accessing ALPR data or participating in ALPR field operations, to ensure training is timely and adequate, and to ensure all training is documented.
- Recommend policy changes and updates to policy as needed.
- Conduct annual audits of the effectiveness and health of the ALPR system and report them to the Chief of Police. The report will contain, at a minimum:
    - A listing of trained users.
    - The number of training sessions conducted within the last 12 months.
    - A monthly breakdown of the number of reads from each ALPR camera.
    - A report on the health of the system containing information on the status of the maintenance and support contract and the number of times the servers were serviced.

E. Data Retention and Use

ALPR data is not a public record and confidential as defined in G.S. §132-1-1. Data will not be disclosed except to a federal, state, or local law enforcement agency for a legitimate law enforcement or public safety purpose pursuant to a written request from the requesting agency. Written requests may be in electronic format. Nothing in this subsection should be construed as requiring the disclosure of captured plate data if a law enforcement agency determines that disclosure will compromise an ongoing investigation. All ALPR generated data will be purged after a 90-day retention period unless a longer retention period has been identified for court or investigative purposes.

The data may be preserved more than 90 days pursuant to any of the following.

- A preservation request.
- A search warrant issued pursuant to Article 11 of G.S. §§15A.
- A federal search warrant issued in compliance with the Federal Rules of Criminal Procedure.

Access to ALPR data is restricted to department personnel. ALPR data may be shared by an authorized member of the department with another criminal justice agency for a legitimate law enforcement purpose. Any other use of this data is strictly forbidden.

Users will be able to access the ALPR data by providing the established username and password. This access will allow for the user to query information as it pertains to vehicle tags read by the tag reader cameras.

An ALPR manager will determine the personnel to have access to the database for investigative queries and reports. Any requests for database access will be handled on a case by case basis and those granted access will be provided the user name and password for access.

Information stored includes a photo of the registration plate showing the front and/or rear of the vehicle, a date and time stamp of when the registration plate was read by the ALPR and if available GPS coordinates to identify the exact location the registration plate was read by the ALPR.

Access to ALPR data is restricted to law enforcement use only.

ALPR data may be provided to outside law enforcement agencies for official reasons upon written request. The requesting law enforcement officer will send an email request to an ALPR operator containing the agency's investigative report number, the type of crime investigated, the name of the person of interest (if known), the time period of interest (if known), and the vehicle registration number sought. The ALPR operator's supervisor will vet the information in the request and, if determined to meet the requirements to share with another law enforcement agency, the supervisor will forward the request to an ALPR manager for approval. Any information shared will be noted in the investigative log.

F. ALPR Maintenance

Neither the ALPR equipment nor software operating system will be modified without direction from an ALPR manager.

ALPR camera lenses may be cleaned with glass cleaner or mild soap and water and a soft, non-abrasive cloth.

Damage to fixed or mobile ALPR equipment will be immediately reported to a supervisor. The supervisor will document (and investigate, if necessary) any damage in accordance with established procedures. Damage will also be reported to the supervisor’s area commander and an ALPR manager.

An ALPR manager will be notified immediately of any ALPR equipment needing maintenance or repair and ensure that all maintenance and repair of ALPR equipment is completed.